

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, October 10, 2003
Special Meeting Minutes**

Held at the Mira Loma Drive county offices, the meeting was called to order at 9:00 A.M.

Commissioners present: Marian Gage, Mark Lundberg, Karen Marlatt, Linda Moore, Gene Smith Alternates: Mary Neumann, Jeff Fontana

Commissioners absent: Patricia Cragar, Jane Dolan, Sandra Machida, and Phyllis Murdock

Staff present: Cheryl Giscombe, Bobbi Dunivan, Eva Puciata, and Susan Billings

Staff absent: None.

Also present were: Dolores Marcotte/Touchstone and Wendy Pierce/Youth For Change.

Chair Mark Lundberg opened the meeting with introductions. He thanked Commissioners in attendance for helping form a quorum. At the last Commission Meeting, it was decided that BCCFC staff would request an extension from the State on the due dates for the Audit Report and the Annual Report. The State denied the request, hence this special meeting. Both documents are due on October 15, 2003.

Item 1 and 1A: Revised *DRAFT* Annual Audit and Correct February 14, 2003 Motion

Eva Puciata presented changes to the Draft Audit Report. Changes included figure adjustments and simplified language. Finding 2 has been removed by the Auditor upon receipt of a letter from the State and on review of the DESS contract. Finding 1 will remain. The recommendation for Finding 1 is to have the County Auditor set up an unearned revenues account for us. The FY 01-02 Balance Sheet used the term "Unreserved: Undesignated" to describe our full fund balance, so in November 2002, Independent Auditor Wallace Rowe, CPA was asked how we could secure fund reserves for sustainability, especially in light of the State's continuing budget constraints. In both the November 2002 and January 2003 Staff Report, Rowe's recommendation that Commissioners make a motion to reserve funds for sustainability was suggested. After three months had passed without a Commissioner moving to make the motion, Staff placed the item on the February 2003 Consent Calendar. In completing the FY 02-03 Audit, Mr. Rowe said that such an important motion could not be placed on the consent calendar and must be for a specific amount. He is willing to not list all of our Fund Balance as "Unreserved: Undesignated" on the Audit Balance Sheet at June 30, 2003, if the February 14, 2003, motion was amended with a new motion to correct it, to "Restrict for Long-Term Sustainability" a portion of the fund balance. Staff suggests \$5.5 million be restricted.

Gene Smith moved that we correct the motion made on February 14, 2003, regarding approval of the Consent Calendar, removing Item C regarding the reserve, and state it as a separate motion as then intended. Karen Marlatt seconded the motion. The motion passed unanimously.

Gene Smith moved to, as of February 14, 2003, Restrict for Future Long-Term Sustainability \$5.5 million dollars of the Fund Balance. Karen Marlatt seconded the motion. The motion passed unanimously.

Item 2: Revised *DRAFT* Annual Report

Bobbi Dunivan presented information on the revised DRAFT Annual Report. With regard to the Commission narrative, all portions that were questioned at the last Commission meeting have been corrected, including the County Commission Funding Priority Outcomes and Indicators. Having done a complete review of listed indicators and after reviewing grants, it was found that Tobacco Cessation is included in all of our grant programs. Additional verbiage was added to the Narrative under County Priorities to more comprehensively describe the problems within Butte County, including tremendous levels of poverty, literacy deficiencies,

nutritional problems, and children living outside the traditional home. System-level priorities have been expanded to encompass the needs of vision, communication, and collaboration. It discusses the I&R project and its management team concept, as well as the broad spectrum of public and other agency involvement within the project. It addresses Commission staff TA, as well as the policies adopted by the Commission. The Status of Local Evaluation, Reporting, and Data Collection has been expanded to address the question of self-evaluation, quarterly reporting and close contract monitoring, as well as the regular and routine receipt of qualitative and quantitative data. As requested by Commissioners at the last Commission meeting, this section no longer states 'there is no evaluation process in place'. Section B now explains the fact that the Commission uses findings to help support continuous improvement and gives a prospective view of how findings have and will be used. The County Commission Funding Priority Outcomes and Indicators were reviewed in the context of the tasks and activities performed by each of the contracted partners. It was determined that whether or not a specific priority outcome was a stated activity for the partner (for instance, "Children are free of smoking related illnesses" or "Children are safe from intentional injuries in their homes and communities"), each of these is incorporated into the activities and goals of each of the partners. Therefore, every one of the Priority Outcomes and Indicators were checked.

Last year when presenting the Annual Report to the Board of Supervisors, staff created an Executive Summary in place of the full document, as per Commission guidance. This year, staff will submit a similar document for submission to the Board of Supervisors. Cheryl Giscombe suggested that the Commission Chair might wish to present the Annual Report orally at the Board of Supervisors meeting. Additionally, a combined abridged 2003 annual report and 2004 calendar will be distributed to those involved with First 5, the families they serve, and the local general public. The annual report/calendar was well received by Commissioners present.

There were suggestions made by Commissioners and members of the public in attendance that the Commission consider a press release or newspaper piece on accomplishments and on specific programs and events sponsored by the Commission.

Item 3: Public Hearing on Annual Audit and Report

Wendy Pierce thought both reports looked good and thanked Commissioners and staff for their efforts.

Dolores Marcotte learned a lot about the language in the reports by attending the meeting and from what Bobbi shared with the Commission. She found the process challenging and frustrating at the same time, but appreciated the fact that meetings are open to the public. She enjoyed taking part in and learning about our Commission and its activities.

Item 4: 2002/2003 Annual Report and Audit

Marian Gage moved to accept both the Annual Report and Annual Audit. Linda Moore seconded the motion. The motion passed unanimously.

Marian moved to adjourn the meeting. Jeff Fontana seconded the motion.

The meeting adjourned at 0940 hours.

Minutes by Susan Billings/ASA